

**Prospectus for Campground and  
Related Granger-Thye Concessions  
Okanogan-Wenatchee National Forest**

**U.S. DEPARTMENT OF AGRICULTURE  
Forest Service**

**September 2011**



Photo of Kachess Lake

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## **I. Business Opportunity**

### **A. Introduction**

This prospectus is being issued to solicit applications for a concession campground special use permit to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Okanogan-Wenatchee National Forest, Cle Elum Ranger District. Appendix 1 includes a Forest Vicinity map and a Location Map showing the Offered Recreational Sites. The permit will include the following 12 developed recreation sites.

**Developed Recreation Sites – Table 1**

<b>Group A</b>	<b>Group B</b>
Wish Poosh Campground	Swauk Campground
Cle Elum River Campground	Mineral Springs Campground
Red Mountain Campground	Ice Water Campground
Owhi Campground	Taneum Campground
Cayuse Horse Campground	Taneum Cabin
Salmon La Sac Campground	Kachess Campground
	Liberty House Admin. Site (optional)

The authorized officer for this business opportunity is the Forest Supervisor for the Okanogan Wenatchee National Forest, 215 Melody Lane, Wenatchee WA 98801.

The Forest Service (FS) does not guarantee a profitable operation; rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability. Applicants are responsible for producing their own business plans and for producing their own financial predictions in responding to this prospectus.

The information in this prospectus is from generally reliable sources, but no warranty as to its accuracy is made. Each applicant is expected to make his/her own assessment of the business opportunity offered in this prospectus.

The current permit for this concession expires on 12/31/2011. Over the past three years, this concession has generated the following gross revenues:

**Gross Receipts – Table 2**

<b>Year</b>	<b>Total Gross Revenues</b>	<b>Group A</b>	<b>Group B</b>
2010	\$ 348,710	\$ 148,102	\$ 200,608
2009*	\$ 279,986	\$ 164,536	\$ 115,450
2008*	\$ 249,905	\$ 76,903	\$ 173,002

Note: In 2009, several loops of Kachess Campground were closed due to a large scale hazard tree removal and Taneum was closed for much of the season due to flooding. In 2008, Cayuse Horse Campground was closed for an improvement project and Salmon La Sac was closed for part of the season to finish an improvement project.

## B. Area Description

The Okanogan/Wenatchee National Forest is located in north-central Washington State, on the east side of the Cascade Mountains. The Cle Elum Ranger District is located toward the southern end of the Forest and is bisected by Interstate 90. It is located within 1 ½ hours drive from Seattle and the Puget Sound area. The District has widely diverse geography and ecosystems, providing for a wide range of recreational opportunities.

Visitors to the Cle Elum Ranger District include local, regional and national markets. There are a few international visitors, primarily from neighboring Canada, but there are some Pacific Rim visitors as well. Interstate 90 is the primary link between the Puget Sound area market and these campgrounds. However, eastern Washington residents from the Tri cities of Richland-Pasco-Kennewick and Moses Lake also come to the mountains to take a break from the desert heat. With Interstate 90 being the main east-west link in the State of Washington, there are a significant number of cross-country travelers who pause here along their trip.

Recreation sites being offered in this prospectus are campgrounds, some of which contain day use, boat launches, picnic areas, and a rental cabin. The sites are distributed along major State and County highways and Forest developed roads. The elevations range from 2200 to 3200 feet.

The major recreation activities in spring, summer and fall are driving for pleasure, exploring, camping, picnicking, fishing, boating, trail hiking, mountain biking, motorcycle and ATV riding, viewing wildlife and gathering berries, cones, or mushrooms, and photographing scenery, wildlife and plants. The diversity of this landscape draws a large variety of outdoor visitors. The warm and sunny climate is a big factor in attracting Puget Sound residents seeking relief from damp and cloudy weather.

Temperatures during the summer are mild, averaging 65 to 90 degrees during the day. Nighttime temperatures average about 55 degrees. Spring weather in April through June, is generally cool and rainy. There will be fewer warm sunny days in the early spring and more occurring as summer approaches. Warmer and dryer weather usual arrives around mid-July. Late July and August are often hot. September and early October are generally quite mild. Late October and November are a mix of mild fall days with periods of cool wet weather. There will generally be some early snow in the high country during this period. The Cascade Mountains receive heavy winter snowfall. Campground opening dates are determined by spring snow conditions. Visitors start seeking camping opportunities in early April to get a change from Puget Sound weather. Easterly campgrounds are usually snow free starting in April with the west side sites becoming free of snow in mid-May. On unusual seasons, one or more campgrounds may not be free of snow until the first part of June. In the fall, snow doesn't usually close these sites until late November or early December.

## C. Description of Developed Recreation Sites and Facilities

The following is a description of each developed recreation site included in the prospectus (see Appendix 2 for maps). Please use the following descriptions together with the site maps (Appendix 2) and the Inventory of Government-Furnished Property (Appendix 3) for the most complete description of each site and layout. Every attempt has been made to make this information as accurate as possible. However, it is possible that some errors exist. If any errors are discovered a correction will be made available.

### **Recreation Site Group A**

#### **Wish Poosh Campground**

The campground is located 10 miles Northwest of Cle Elum on Highway 903. This is the closest campground to Cle Elum and offers a day use area as well as a boat launch area. The campground is situated on the shore of Lake Cle Elum and has 29 single campsites and 5 double campsites each with a table, fire ring, and parking spur. The campground roads and spurs are paved. There are 3 flush toilet buildings situated in the camping area. Potable water is supplied to water hydrants from a well, generator, pump and storage tank located near the designated host site.

Wish Poosh also receives a very substantial amount of day use. Unlike Kachess, there is no entry station. Managing day use in order to collect fees, prevent overcrowding, and insure compliance with rules and regulations can be a challenge.

There is one gravel road that leads to a day use site island. Access is dependent on the lake level. The day use site has a single unit CXT, 4 tables, ¼ mile of primitive trail, and 3 pedestal grills.

The developed boat launch is cement and three lanes wide. The area also includes picnic sites with 7 tables, 4 water hydrants, and 1 large double unit wood toilet building with flush toilets.

This campground has a dedicated host site with electricity, sewage vault and water hookup.

#### **Cle Elum River Campground**

The campground is located 15 miles North of Cle Elum on Highway 903. The campground is situated close to Cle Elum River and has 8 single campsites and 6 double campsites each with a table, fire ring/grill stove, and parking spur. There are 2 single unit CXTs. Campground roads and spurs are gravel. Potable water is supplied to 1 hand pump from a well.

Cle Elum River Group Site is located on the north end of the campground. The site is configured as single family camp units and is on the National Recreation Reservation System (NRRS). When it is reserved, it can be isolated by a gate; stated capacity is 100 persons. It has 7 tables, 9 fire rings, 3 benches, 1 single unit wood vault toilet, and 1 single unit CXT. When it is not reserved, the sites may be used as traditional campsites.

#### **Red Mountain Campground**

The campground is located 16 miles North of Cle Elum on Highway 903. The campground is located along the Cle Elum River and has 10 single campsites each with a table, fire ring and parking spur. Campground roads and spurs are gravel. There is 1 single unit CXT. There is no potable water.

There is also a small picnic area situated on the North end of the campground. It has 3 tables and 2 fire rings.

### **Owhi Campground**

The campground is located 19 miles North of Cle Elum off of Forest Road 4600. Owhi is located on the shore of Cooper Lake. It is unique from the other campgrounds because it has 21 walk-in tent only sites, each with a table and fire ring. Roads and parking areas are gravel. There are 2 single unit CXTs. There are no camper/trailer facilities. There is no potable water. Cooper Lake is a non-motorized lake. There is a gravel boat launch located just northwest of the campground, operated by the Forest Service.

### **Cayuse Horse Campground**

The campground is located 18 miles North of Cle Elum on Salmon La Sac Road at the end of Highway 903. It has 11 single campsites, 3 double campsites each with a table, fire ring and parking spur. Roads and parking spurs are gravel. Separate from the campsites is a side by side horse corral with 13 units. There is 1 single unit CXT and 1 double unit CXT. Potable water is supplied to one hand pump from a well.

The campground has a dedicated host site at the back of the campground with a sewage dump (septic tank).

Horses must be kept in the corrals and no high-lining or hobbles are allowed. Each site has a hitching post for temporary keeping the horse at the campsite for saddling, etc. Currently troughs are filled from a creek using a gravity sock and approximately 1500 feet of hose. There's also a manure collection area and a tack shed. Manure is to be disposed of by the permit holder off National Forest at the end of the season and as needed throughout the season.

The 1960's era guard station in the area between Cayuse and Salmon La Sac campgrounds is administered as part of Cayuse and Salmon La Sac campgrounds and is included as part of the permit. There is no running water and it is primarily suited for storage.

### **Salmon La Sac Campground**

The campground is located 19 miles North of Cle Elum at the end of Salmon La Sac Road (Highway 903). The campground is located at the confluence of Cle Elum and Cooper Rivers and has 57 single campsites, 8 double campsites, and 4 ADA campsites each with a table, fire ring and parking spur. Roads and parking spurs are paved. There are 4 single CXTs and 5 double unit CXTs. Potable water is supplied by 5 hand pumps/wells.

There is a day use picnic area with a historic CCC picnic shelter and 10 tables. A half mile down the road is the Salmon La Sac trailhead which is maintained by the Forest Service.

Salmon La Sac is a popular destination for many campers and was recently remodeled in 2007. All roads, spurs, toilets, etc are in excellent condition.

## **Recreation Site Group B**

### **Kachess Campground**

This campground is located on the shore of Kachess Lake, a reservoir, five miles north of Interstate 90, Exit 62, on Forest Road 4900, sixty-seven miles from downtown Seattle and 27 miles west of Cle Elum. This complex of overnight camping units and day-use developments is the largest of Cle Elum Ranger District's campgrounds with 119 single campsites and 28 double campsites each with table, fire ring and parking spur. The interior road and spurs are paved except in Thetis, Lodge and Mineral Loops.

The campground is divided into six camping areas (loops). Gale Creek Loop has 16 single unit campsites with 2 double unit flush wood toilet building and 2 single unit wood toilet buildings. Beargrass Loop has 14 single campsites and 13 double campsites with 2 double unit wood flush toilet buildings. Box Canyon Loop has 17

single, 14 double campsites and 2 ADA campsites with 2 double unit wood flush toilet buildings and 4 single unit wood toilet buildings. Lodge Creek Loop has 22 single campsites with 1 double unit wood flush toilet building. Mineral Creek Loop has 27 single campsites with 1 double unit wood flush toilet building. Thetis Loop has 22 single campsites with 2 single unit vault cement toilet buildings.

Kachess Group Site has 6 tables, 1 large fire ring and 1 single unit cement toilet building. It's capacity is 50 people. This site can be reserved on NRRS.

Potable water is supplied to 44 water hydrants from a well, generator, pump and storage tank. The water system is anticipated to be redesigned to take place in 2012. See Section II.D for more information.

Kachess campground receives a substantial amount of day use. There is a concrete boat launch and paved parking area on one end of the campground. In addition there is a smaller unpaved hand boat launch on the opposite end. Each of the boat launch areas also has picnic facilities including tables and fire rings. The Little Kachess trailhead is inside the campground and is a popular day hike destination. The picnic areas are popular for group picnics and family reunions. The beach area is popular with swimmers and sunbathers while the lake is used for many types of water sports. To ensure that cars are parked appropriately on weekends when the area is busy at least 1-2 parking attendants have been beneficial.

There is also an A-Frame cabin with water, electricity and a septic tank. This amenities need to be powered by a generator supplied by the permit holder. There is also a land line for telephone service located at the A-Frame cabin. There is one dedicated host site located next to this cabin with a concrete pad, water and a septic tank.

Kachess is the only campground with an entry station. Staffing the entry station has proven itself very beneficial to providing visitor information, collection of day use fees, enhancing site security, and controlling access to the facility in periods of extremely heavy use that often can result in gridlock if not properly managed.

### **Swauk Campground**

The campground is located on US Highway 97, 27 miles east of Cle Elum. The campground has 19 single campsites and 2 double sites each with a table, fire ring and parking spur. Roads and spurs are paved. There are 2 single unit vault cement toilet buildings. In addition, there are 3 single unit wood toilet buildings that are scheduled for removal in 2011. Potable water is supplied to 9 water hydrants from a spring box and storage tank.

There is a Civilian Conservation Corps (CCC) era picnic shelter in the day use area as well. The area has a large field and 4 horseshoe pits. Across a footbridge starts the beginning of a one mile loop trail called Sculpture Rock.

### **Mineral Springs Campground**

The campground is located on US Highway 97, 21 miles east of Cle Elum. The campground has 8 single campsites and a 50-person group site. Interior roads and spurs are gravel. Two single unit cement vault toilets service the campground. Potable water is supplied to 2 water hydrants and one water hookup for the host site. There is a restaurant/lounge across the highway from the campground. The south end of Mineral Springs campground, while still configured as single-family campsites, is on the NRRS as Mineral Springs Group site. When it is reserved, it can be isolated by a gate; stated capacity is 50 persons. When it is not reserved, the 4 sites may be used as traditional single-family campsites.

### **Taneum Campground**

The campground is located on the South side of Taneum Creek on Forest Road 3300, 18 miles south of Cle Elum. There are 13 single campsites each with table, fire ring and parking spur. Roads and spurs are gravel. There are 2 single unit vault cement toilet buildings. Portable water is supplied by 3 water hydrants from a well, generator, pump and storage tank. The road spur to the campground requires crossing a paved vehicle ford over

the Taneum creek. In addition there is a foot bridge to the campground. Unseasonal high water may limit access.

There is a day use area with a CCC picnic shelter, tables, fire rings, and a small gravel parking lot.

### **Taneum Cabin**

This rental cabin is located about 1/4 mile East of Taneum Campground, on the North side of Taneum Creek, on Forest Road 3300, 18 miles south of Cle Elum. This one bedroom cabin has a kitchen, propane refrigerator, propane stove, wood stove and bathroom with flush toilet and shower. There is a single stall garage adjacent to the cabin this is available for storage of equipment and supplies.

A site adjacent to the garage has been used as a host site. Water is available from the cabin; sewage tanks must be emptied using a macerator pump. There is no electrical service to the host site.

### **Ice Water Campground**

The campground is located on the North side of Taneum Creek on Forest Road 3300, 20 miles south of Cle Elum. It contains 12 single campsites and 3 double campsites each with table, fire ring and parking spur. Roads and spurs are gravel. There are two single unit wood toilet buildings. There is no potable water.

This campground is popular with off-highway vehicle users and allows users to access trails out of the campground. A footbridge stretches over Taneum Creek where there is a motorcycle practice trail. Access to several motorized multiple use trails are nearby.

### **Liberty House (optional)**

This 1930s era previous residence is located along US Highway 97 between Mineral Springs and Swauk Campgrounds. The house could be used as an administrative site and/or employee residence. The site is not suited for a campground host.

This 1-2 bedroom 2-story house has a kitchen with refrigerator and stove, bathroom with flush toilet and shower, and living area with woodstove. In addition, there are some minimal furnishings as well as a washer and dryer that may be used by the permittee but are not guaranteed for maintenance or replacement by the Forest Service. The house has electricity, potable water, oil heating, and telephone service. It is located next to an intermittently used Forest Service bunkhouse. The mowing and maintenance of the lawn around the house would be the responsibility of the permittee. The permittee is also encouraged to consider occupying the house during the winter months.

## Characteristics of Developed Recreation Sites

Recreation Site	Communication at Site	Utilities at Site	Drinking Water	Toilet Type s= single d=double	Toilet Vault Capacity (gal)	Septic Tanks Gallons Total (# of tanks)	Trash Bins (Dumpsters)
Wish Poosh	Phone	Electrical service to campgrnd and day use	Pressurized	4-2 sided comfort stations 1-s CXT	1000	11500 (5)	3 cu yd. (3) 6 cu yd. (1)
Cle Elum River	None	None	1 hand pump	3-s CXT 1 pit toilet	3500	NA	3 cu yd. (2)
Red Mountain	None	None	None	1-s CXT	1000	NA	3 cu yd (1)
Owhi	None	None	None	2-s CXT	2000	NA	3 cu yd. (1)
Cayuse	None	None	1 hand pump	1-s CXT 1-d CXT	2000	1000 (1)	3 cu yd. (1)
Salmon La Sac	None		5 hand pumps	4-s CXT 5-d CXT	9000	NA	3 cu yd. (5)
Kachess*	Phone	12 KW Propane generator for well pump	Pressurized	3-s CXT 6 pit toilet 9-2 sided comfort stations	6000	22000 (14)	3 cu yd. (10)
Swauk	None	None	Pressurized	2-s CXT	2000	2000 (1)	3 cu yd. (2)
Mineral Springs	Phone	Electricity to pump house	Pressurized	2-s CXT	2000	NA	3 cu yd. (1)
Icewater	None	None	I hand pump	2 pit toilet	1000	NA	3 cu yd. (1)
Taneum	None	None	Pressurized	2-s CXT	2000	NA	3 cu yd. (1)
Taneum Cabin	None	Water Propane	Pressurized	Indoor toilet	NA	500 (1)	
Liberty House	Phone	Electricity Oil Heating	Pressurized	Indoor toilet	NA	?	3 cu yd. (1)

\*Kachess will have the water system redesigned and replaced in 2012. Toilet and potable water facilities will be different after 2012. See section II D for more information.

### Characteristics of Developed Recreation Sites Con't

	Elevation	Number of Camping Units			2011 Fees	Reservation System
		Single	Double	Total		
					<b>A. Single</b> <b>B. Double</b> <b>C. Extra Veh.</b> <b>D. Day Use</b> <b>E. Grp Site</b>	<b>NRRS</b>
Wish Poosh	2250	29	5	34	A. \$20 B. \$40 C. \$7 D. \$7	Yes Approx 15 sites
Cle Elum River	2250	6	8 1 Grp	14 + Grp Site	A. \$16 B. \$32 C. \$7 D: \$7(Sun-Thur only) E. \$110	Yes – Group site only**
Red Mountain	2300	10	0	10	A. \$13 C. \$6 D: \$7(Sun-Thur only)	No
Owhi	2800	21	0	21	A. \$13 C. \$6	No
Cayuse	2400	11	3	14	A. \$19 B. \$36 C. \$8	Yes
Salmon La Sac	2400	61	8	69	A. \$19 B. \$36 C. \$8	Yes Approx 27 sites
Kachess*	2250	119	28 1 Grp	147 + Grp Site	A. \$20 B. \$40 C. \$8 D. \$7 E. \$110	Yes Approx 68 sites & Group site
Swauk	3200	19	2	21	A. \$16 B. \$32 C. \$7	No
Mineral Springs	2750	8	1 Grp	8 + Grp Site	A. \$16 C. \$7 E. \$80	Yes – Group site only**
Icewater	2600	12	3	15	A. \$16 C. \$7	No
Taneum	2400	13	0	13	A. \$16 B. \$32 C. \$7	No
Taneum Cabin	2400			1	E. \$75	Yes

## D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (*see* Appendix 3 of the prospectus). Included in this inventory are a description, the quantity, and the estimated replacement cost of the applicable property.

## E. Government-Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession. Government-furnished supplies will be limited to those necessary for programmatic consistency, including:

- Forms to report use and revenue (Appendix 5)
- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- Title VI signs.

## F. Holder furnished

The Holder (permit holder) will be responsible for providing all items needed to maintain and operate the recreation facilities listed in this prospectus, and to the standards specified in this prospectus. These include, but are not limited to: The site manager must exhibit a neat, clean, and professional image. The manager’s trailer or motor home must fit in the available space.

## G. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities include:

### **Electrical**

Puget Sound Energy has provided electrical service to both Wish Poosh and Mineral Springs campgrounds through the use of five electrical meters.

Puget Sound Energy  
10885 NE 4th Street  
P.O. Box 97034  
Bellevue WA 98009-9734

### **Telephone**

There is telephone service available at Kachess, Mineral Springs and Wish Poosh for the host sites. Telephone service is available at Liberty House. Qwest and Inland Telephone are the current providers. Cell phone

coverage is possible in some areas, but there are many areas where coverage does not exist. The phone lines at Kachess and Wish Poosh have also been able to connect to the Internet through Inland Communications.

#### Inland Communications

218 E. 1st St.  
Cle Elum, WA 98922

Toll free: 800-462-4578  
Tel: 509-674-5940  
Fax: 509-674-9606

#### Qwest

1 800-777-9594

#### Propane

Propane generator powers the water pump for Kachess campground.

The hot water heater and lights in Taneum cabin are fueled by propane. The previous provider was AmeriGas.

AmeriGas  
172: Cle Elum-Plant, WA  
716 East 1st Street  
Cle Elum, WA 98922  
509-674-5840

#### Water

The permit holder is required to provide a certified water/sewer treatment plan operator. See Appendix F.

**Kachess Campground** is a gravity flow system with a well, pump and storage reservoir. There is no commercial power to this campground; a propane generator powers the pump. The water system will be redone in 2012, designs and plans are still in progress. See Section II. D for more information.

**Wish Poosh Campground** has a well, pump and storage reservoir. There is commercial power to the site.

**Mineral Springs Campground** has a well, pump, and pressurized tank system. There is commercial power to this facility.

**Swauk Campground** has a spring box /gravity flow system consisting of a well, storage tank, and pump. This system also includes a treatment plant that is no longer being use but could easily be connected. The treatment plant is powered by solar with solar panel and batteries still onsite.

**Taneum Campground / Cabin** has a solar powered well and storage tank. The system is pressurized by gravity flow.

**Salmon La Sac** has five separate well with handpumps. Three of the handpumps are ADA approved. In addition, there is one solar fountain at the day use picnic shelter and one pitcher hand pump.

**Cayuse, and Cle Elum River Campgrounds** provide water via hand pump/wells.

**Red Mountain, Owhi, and Icewater Campgrounds** do not have potable water.

The permit holder is required to operate and maintain the water system for both campgrounds in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system. See Appendix 10 and Appendix 19 for more information on operating and maintaining the water system.

## Garbage

The permit holder will be responsible for garbage removal at all campgrounds. The previous provider was Waste Management Services. All garbage dumpsters were provided by the contractor. In the future, it may be necessary to install bear-proof dumpsters. The dumpsters would either be provided by the Forest Service or purchased through a GT offset project. In this case, the permit holder would be responsible for day to day maintenance of the dumpsters in addition to garbage removal.

Waste Management  
607 North Railroad Avenue  
Ellensburg, WA 98926  
(509) 925-9688

## Liquid and Solid Waste Disposal

The permit holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites. Providers in the area include:

7 K Septic  
161 Circle Ross Road  
Ellensburg, WA 98926  
(509) 968-4132

Apple Valley Pumping Services  
4499 Grant Road  
Wenatchee, WA 98802  
(509) 884-7960

**Recycling** The permit holder is encouraged to provide recycling receptacles to recycle aluminum and plastic. Currently, free disposal of some recyclable materials is available at the Cle Elum and Ellensburg Transfer Stations. Please contact Kittitas County Waste Program for more information.

## II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B.

In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

### A. National Recreation Reservation Service (NRRS)

The Okanogan Wenatchee National Forest participates in the NRRS, which provides nationwide, toll-free telephone and online ([www.recreation.gov](http://www.recreation.gov)) reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site in the NRSS that is unreserved and charge on site for that use). The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020. Contact information for the NRSS follows.

Jocelyn Biro  
Region 6 NRRS Coordinator  
Telephone: 503-808-2411  
Email: [jbiro@fs.fed.us](mailto:jbiro@fs.fed.us)  
Facsimile: 503-808-2429

John Cameron  
Forest Service Contracting Officer's Technical Representative  
Telephone: (850) 523 8589  
Email: [jhcameron@fs.fed.us](mailto:jhcameron@fs.fed.us)

ReserveAmerica Inc.  
2480 Meadowvale Boulevard, Suite 120  
Mississauga, Ontario  
Canada L5N 8M6  
Inventory Help Desk: (877) 345-6777  
Customer Service: (888) 448-1474  
Email: [nrrs-inventory@reservationamerica.com](mailto:nrrs-inventory@reservationamerica.com)  
Facsimile: (888) 742-5520

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRRS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under the NRRS, the following guidelines must be followed, unless there are compelling operational reasons with approval Forest Service:

1. For each developed recreation site included in the NRRS, at least 60 percent of the units must be available for reservations. The rest of the units may be occupied on a first-come, first-served basis.

- Reservation windows vary by type of site and are as follows:

Individual campsites: from 6 months to 4 days (or less) prior to arrival date.

Group use areas: from 12 months to 4 days(or less) prior to arrival date.

2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 24 hours.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.

- Verify that visitors hold a Golden Age or Golden Access Passport or the National Parks and Federal Recreational Lands Pass (Federal Recreational Lands Pass) authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>.

Because reservations can be made up to a year in advance for group sites and, up to 6 months in advance for individual sites the NRRS is currently accepting reservations for the 2011-2012 operating season. Fees received by the NRRS for reservations after December 31, 2011, will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made.

## B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged under REA at developed recreation sites covered by this prospectus to holders of Golden Age and Golden Access Passports, as well as holders of the Interagency Senior and Access Passes.

Specifically, holders of these passes are entitled to a **50 percent discount on the fee for a single campsite** occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

In addition, the Forest Service encourages the concessionaire to provide holders of these passes (Interagency Senior and Access) a 50 percent discount on the pass holders' fee for use of highly developed boat launches, swimming sites and picnic areas. If a discount is proposed for Kachess and Wish Poosh boat launches, please include it in the section on proposed Fees to the Public.

**Any loss of fee revenue from honoring the passes should be factored into applicants' bids.**

The permit holder will not be required to offer discounts or free use to holders of a Forest Service Annual or Volunteer Pass at any campground included in this offering.

Northwest Forest Passes are accepted at trailheads maintained by the Forest Service in the Cle Elum Ranger District.

The following is a list of sites covered by this prospectus where the 50 percent discount for passes applies:

- Kachess Campground
- Wish Poosh Campground
- Cle Elum River Campground
- Salmon La Sac Campground
- Cayuse Horse Campground

- Red Mountain Campground
- Owhi Campground
- Swauk Campground
- Mineral Springs Campground
- Taneum Campground
- Ice Water Campground

The following is a list of sites that a 50 percent discount for passes is encouraged:

- Kachess Boat Launch
- Wish Poosh Boat Launch

### C. Camp Stamps

Camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement.

### D. Site Closures

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction; floods, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

### **Recreation Site Improvements**

The following locations will receive recreation site improvements to begin 2012. All replacement facilities will follow Forest Service Outdoor Recreation Accessibility Guidelines. The Forest Service will do its best to reduce operating season impacts and minimize closures. It may be necessary at certain times to close camping loops or particular sites during construction.

- **Kachess Campground water system project: This capital improvement project will remove the flush toilets and replace them with vault CXT toilet buildings. In addition, the water distribution system would be replaced with a “water fill up station” near the entrance facilities. This station will use the existing water pump system and have visitors fill up their own water containers near the entrance at the area by the pump. This project will try keep water service to the A frame cabin but would remove water distribution to host sites. The concession should be prepared for this switch.**
  - **During toilet building replacement the permit holder may need to relocate campers within the campground to facilitate installation activities and to assure public safety. Plans are to initiate toilet building installation during fall of 2012. These activities may continue through 2013.**
- **Kachess Flood Damage repairs: In winter floods of 06/07 damage around the lake resulted in a shear drop of a portion of the embankment and removed 100yds of an accessible trail. Currently fencing keeps campers from the area which is a bull trout spawning creek. In 2012/2013, the area will either have more permanent fencing or will be rehabilitated.**
  - **This project could impact 1 or 2 campsites located near the damage that may need to be temporary or permanently closed.**

**In addition, money has been tentatively secured for planning and designing a water system change to Wish Poosh campground in 2013.**

#### E. Administrative Use

If the Forest Service requires the permit holder to provide a service for the agency, the permit holder will be compensated for that use.

#### F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Sample orders related to the offering are identified in Appendix 4. Additional applicable forest orders may be issued in the future.

#### G. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets to visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of days paid for.
- If a pass is used, the pass number.
- The number of people in the group.
- The number of vehicles and their license plate numbers.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.

In addition, year-end use reports must include:

- Total fee revenue collected under the NRRS.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.

#### H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (*see* Appendix 6 of the prospectus).

## I. Performance Evaluations

At a minimum, the Forest Service will perform a year-end performance evaluation within four months of the close of the operating season (*see* Appendix 7 of the prospectus). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

## J. Accessibility

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible, with few exceptions. In 2004, the Architectural and Transportation Barriers Compliance Board (Access Board) issued revised accessibility guidelines for buildings and facilities subject to the ABA and the Americans with Disabilities Act (ADA). These new guidelines are called the ADA/ABA Accessibility Guidelines. In 2006, the Forest Service issued the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). The FSORAG addresses types of recreational facilities, including developed recreation sites, that are not covered by ADA/ABA Accessibility Guidelines.

Any Government maintenance, reconditioning, renovation, or improvement (*see* section III.C) must meet ADA/ABA Accessibility Guidelines, where applicable, as well as the FSORAG.

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service’s website at <http://www.fs.fed.us/recreation/programs/accessibility>. Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at [www.access-board.gov](http://www.access-board.gov). Questions regarding the FSORAG may be referred to the accessibility coordinator for the local National Forest.

The permit holder is responsible for ensuring effective communication with visitors with disabilities, including persons with impaired vision or hearing, so that all visitors may obtain information on accessible services, activities, and facilities.

## K. Camping Unit Capacity

### **Number of Vehicles Per Camping Unit**

A single-family camping unit may accommodate one vehicle. Double camping units may accommodate two vehicles. A “vehicle” is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available. One towed vehicle per single camping unit will be allowed for no extra charge if it can be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include a boat trailer or a car towed by a motor home.

### **VEHICLE COMBINATION EXAMPLES**

A motor home .....	No extra charge
A motor home and a boat trailer .....	No extra charge
A motor home towing an extra car .....	No extra charge
A motor home with extra driven car .....	Charge for extra vehicle
A single car/truck .....	No extra charge
A car/truck and camp trailer .....	No extra charge

A car/truck and camp trailer and extra car .....	Charge for extra vehicle
A car/truck with boat trailer .....	No extra charge
A car/truck with camp trailer and extra car w/boat trailer ....	Charge for extra vehicle
A truck with camper .....	No extra charge
A truck with camper and boat trailer .....	No extra charge
Two cars or trucks .....	Charge for extra vehicle
Two motorcycles .....	No extra charge
3-4 motorcycles .....	Charge for 1 extra vehicle

### **Group Site Capacity**

The capacity established for group sites is as follows:

- Kachess Group Site will accommodate 50 people and 15 vehicles
- Cle Elum River Group Site will accommodate 100 people and 25 vehicles
- Mineral Springs Group Site will accommodate 50 people and 10 vehicles

### **Day Use Site Capacity**

Kachess Boat Launch/Picnic Area will accommodate 25 boat trailer spaces and 38 car parking spaces vehicles  
Wish Poosh Boat Launch/Picnic Area will accommodate 31 boat trailer spaces and approximately 40 car parking spaces on Picnic Island when it is accessible.

### **L. Stay Limit**

Campers at overnight sites will be limited to a 14 consecutive days. Camping or occupancy by the same person or group may not occur for a period of 7 consecutive days thereafter.

### **M. Fees Charged to the Public**

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under REA. All recreation fees must be specified per developed recreation site. The holder must honor the proposed pricing through the first full operating season. Thereafter, the holder may propose price adjustments with justification.

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.

- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

## N. Law Enforcement

Forest Service Manual (FSM) 2342.1, Exhibit 01, addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds. See Appendix 8 of the prospectus.

## O. Other Pertinent Information

### **Special Conditions**

Within Kachess campground are 10 summer home tracts under separate Special Use Permits. While these tracts are outside the permit area boundary and the concessionaire has no responsibility for them, the only access is through the main campground gate / entry station. The concessionaire may not charge a fee or otherwise restrict access to the cabins. Previous concessionaires have supplied passes to the cabin owners. See Appendix 20 for details about the Forest Service agreement with the recreational residences and their relation to the campground.

Kachess and Wish Poosh campgrounds are on reservoirs with fluctuating water levels. Where the campgrounds border the reservoir, the campground boundary is the waterline and moves with the fluctuating lake level.

Kachess, Wish Poosh, Cle Elum River and Red Mountain are the only sites with existing day use fees. All other day use areas at other campgrounds are available to the public use without a charge. In addition to the daily fees indicated in Table II-B, a day use Season Pass has been available at the sites for \$25. Please include any season pass fee information in the proposed fees to the public.

The Kachess and Wish Poosh Boat Launch areas allow for overnight parking of visitors using the boat launch to access camping on other portions of the lake shore. Guests wishing to park overnight must register with the hosts/entrance station providing their license plate number, number in group, emergency phone contact and date of return. Visitors will pay the day use fee for each calendar day (full or partial day) a vehicle will occupy a space.

Portions of Cle Elum River campground and Mineral Springs campground were designated as group sites and placed on the NRRS. The group site areas in the campgrounds are still configured as single-family camping units. This allows those sites to be utilized during periods when the Group site is not reserved; primarily midweek and some weekends.

## Resource Concerns

The facilities offered in this prospectus are all located within the area managed according to the Northwest Forest Plan. If unique projects were to be proposed, special procedures are required to assess the effect of proposed recreation site management activities (including all types of vegetation management and surface disturbing activities) on a range of sensitive species and survey and manage species. The concessionaire must coordinate closely with the Forest Service prior to beginning vegetation management activities and/or work requiring surface disturbance. Such work must be approved by the Forest Service before the work begins, and cannot proceed until the required environmental reviews have been completed by the Forest Service and the U.S. Fish and Wildlife Service has concurred with the findings of the Forest Service. In some cases these reviews can take several months. The Forest Service will expedite the environmental review process to the best of its ability, but cannot be responsible for loss of revenue due to delays resulting from the environmental review processes required by law.

Kachess Campground has an old growth forest area. Visitors should be discouraged from collecting firewood from this old growth area. Large mounds of thatcher ant nests may be common throughout the area. Some visitors may complain about the ants, but generally they are not a nuisance.

## Wildlife Mitigation

Campground and day use site users should not harass or feed amphibians, wildlife and their young.

Parts of the Cle Elum Ranger District are within a Grizzly Bear Recovery Zone.

## Endangered Species

Prevent visitors from polluting waters (e.g. washing dishes, bathing or pouring contaminants in streams), harassing spawning fish or disturbing fish spawning beds, and building dams or creating other obstructions in river, streams, and lakes that are critical habitat to salmon and/or bull trout. Prevent visitors from collecting or disturbing native vegetation.

## Certified Weed-Free Products

Use of certified weed-free products is required throughout the National Forest.

## Archaeological Resources

The picnic shelters located at Salmon La Sac, Swauk, and Taneum campgrounds are historic CCC era structures and Liberty House is a historic 1930s era residence. These structures may not be modified without prior consultation with and approval by the Forest Service.

## Condition of Trees

In many areas of the Okanogan-Wenatchee National Forest there has been a large cyclical outbreak of Western Spruce Budworm (*Choristoneura occidentalis*) in recent years. They mine buds and eat needles of Douglas-firs, grand firs, Engelmann spruces and western larches. Though a lot of trees are killed by these insects, many trees will appear dead for a season or two and then new growth will appear and the trees recover. Larger trees are usually not killed by the budworm, even after repeated years of defoliation. There is not much we can do on a large scale to control or stop these outbreaks.

The forest stands within the campgrounds are mature to over-mature. During the past few years, the trees have experienced damage from wind, snow, dwarf mistletoe, root rot, and budworm. Large trees that look healthy on the exterior may contain rotten cores and can drop a heavy limb without any warning. Annual hazard tree

removal of dead and dying trees in campgrounds varies widely, but the removal of 5-30 trees per site is not unusual.

### **Hazard Tree Removal**

The permit holder is required to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed \$5,000 per year. The annual operating plan will address appropriate disposal of hazard trees and slash.

### **Butane and Propane Installations**

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

## **III. Special Use Permit**

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

### **A. Permit Term**

The permit term will be for up to 5 years, with an option to extend the term for up to an additional 5 years at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder. Upon expiration of the permit, continuation of the permitted activity will be at the sole discretion of the authorized officer and will be subject to a competitive offering. A new prospectus will be issued during the final year of the permit term.

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

### **B. Permit Holder Responsibilities**

This section highlights the requirements of the special use permit, which is contained in Appendix 10 of the prospectus. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

#### **Responsibility for Day-to-Day Activities**

As a general rule, the holder will be required to conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the permit holder, but only with the prior written approval of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

## **Permit Holder-Furnished Supplies and Equipment**

The permit holder will be required to provide all vehicles, equipment, and supplies necessary to operate the authorized developed recreation sites in accordance with the special use permit. This includes but is not limited to list below.

- Toilet paper, cleaning powder, toilet chemicals, disinfecting/deodorizing solution, shovels, brooms, mops, rakes, toilet brushes, paint brushes, paint, chain saws, brush cutters, drills, generators, carts, and any other tools and supplies necessary to accomplish operation and maintenance of the recreation sites listed in this prospectus. Paint and stain used by the permittee must be approved by the Forest Service to ensure compliance with standards of type and color.
- Telephones, cellular phones or two-way radios, fax machines, reservation cards, and other office equipment necessary to maintain the reservations, fee collection duties, and record—keeping responsibilities as described in this prospectus. The permittee will be responsible for all utility fees associated with such equipment.
- All storage buildings or containers, employee housing, or other facilities proposed by the permittee, which must be neat, clean, and well maintained, and must have prior written approval of the Forest Service .
- All combination, keyed, or deadbolt locks required for operation and maintenance of the recreation sites. The permittee will furnish the Forest Service with combinations or keys to locks on all Government-owned facilities.

## **Holder-Furnished Vehicles**

The permit holder may not use all-terrain vehicles, motorcycles, or motorbicycles in the campgrounds. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, carts must stay on designated roads or trails while driving between sites or loops. The permit holder provides all vehicles necessary to perform the work described in this prospectus.

## **Holder Maintenance, Reconditioning, or Renovation (MRR)**

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause IV.E.1(a), (c)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.E.1(d)). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D). The holder MRR plan will describe required holder MRR and its frequency. The holder MRR plan will become part of the permit holder's annual operating plan.

## **C. Granger-Thye Fee Offset Agreement**

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in

whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder’s expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. *See* Appendix 4 of the prospectus and FS-2700-4h, clause IV.E.

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (*see* Appendix 11 of the prospectus and FS-2700-4h, Appendix B). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

The holder must perform GT fee offset work. When that work includes construction that costs more than \$2,000, it is subject to the Davis-Bacon Act and the GT fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (*see* Appendix 13 of the prospectus).

The holder’s claims for GT fee offset must be documented using the FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification Form (*see* Appendix 14 of the prospectus). This form requires the holder to itemize allowable costs incurred for an approved GT fee offset project and to certify the accuracy and completeness of claims.

**D. Insurance**

**Liability Insurance**

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of \$30,000 for injury or death to one person per occurrence; \$300,000 for injury or death to more than one person per occurrence; and \$500,000 for third-party property damage per occurrence, or in the minimum amount of \$500,000 as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (*see* Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

**Property Insurance**

Property insurance will be required for federal government property listed below in the amount of \$981,200 for replacement in kind of the insured property (*see* Appendix 3, Inventory of Government-Furnished Property).

Site	Item	Quantity	Units	Value per item	Total to be Insured
Wish Poosh CG	Toilet, flush	2	ea	\$ 40,000	\$ 80,000
Cle Elum River CG	Toilet, single vault CXT	3	ea	\$ 15,000	\$ 45,000
Red Mountain CG	Toilet, single vault CXT	1	ea	\$ 15,000	\$ 15,000
Owhi CG	Toilet, single vault CXT	2	Ea	\$ 15,000	\$ 30,000

Cayuse Horse CG	Toilet, single vault CXT	1	Ea	\$ 15,000	\$ 15,000
Cayuse Horse CG	Toilet, double vault CXT	1	Ea	\$ 30,000	\$ 30,000
Salmon La Sac CG	Toilet, single vault CXT	4	Ea	\$ 15,000	\$ 60,000
Salmon La Sac CG	Toilet, double vault CXT	3	Ea	\$ 30,000	\$ 90,000
Kachess CG	A-frame cabin	1	Ea	\$ 289,049	\$ 289,049
Kachess CG	Entrance Station	1	Ea	\$ 51,923	\$ 51,923
Kachess CG	Toilet, single vault CXT	3	ea	\$ 15,000	\$ 45,000
Ice Water CG	Toilet, wood vault	2	Ea	\$ 10,000	\$ 20,000
Taneum CG	Toilet, single vault CXT	2	Ea	\$ 15,000	\$ 30,000
Taneum Cabin	Cabin Building	1	Ea	\$ 120,228	\$ 120,228
Swauk CG	Toilet, single vault CXT	2	Ea	\$ 15,000	\$ 30,000
Mineral Springs CG	Toilet, single vault CXT	2	ea	\$ 15,000	\$ 30,000
Total Property to be insured					\$ 981,200

**E. Bonding**

The permit holder may need to provide a performance bond. The amount will be determined if a bond is required. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

**IV. Application**

**A. Instructions for Submitting Applications**

Applicants may submit an application for some or all of the developed recreation sites groupings offered in this prospectus. Applicants must choose at least one option listed below and may not create their own campground grouping. Applicants should list all groups that they want to be considered for.

Group A: Wish Poosh CG (including boat launch/picnic area), Cle Elum River CG, Red Mountain CG, Cayuse Horse CG, Salmon La Sac CG, Owhi CG

Group B: Kachess CG (including boat launch/picnic area), Taneum CG and Cabin, Icewater CG, Mineral Springs CG, Swauk CG, Liberty House (optional)

Group C: All recreation sites listed in the prospectus (Group A + Group B)

**Note: All campgrounds will be awarded under special use permit(s) through this prospectus. Awarding a proposal for just one recreation site group is contingent on awarding a proposal for the other recreation site group. Applicants are encouraged to submit proposals for all options they want to be considered for.**

Applicants are strongly encouraged to visit the sites at least once before submitting an application (*see* Appendices 1 and 2, vicinity and area maps and maps of developed recreation sites).

The information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

All applications must be submitted to Rebecca Heath, Forest Supervisor, Attention: Lauren DuRocher, 803 West 2nd Street, Cle Elum, WA 98922. Applications must be received by close of business (4:30 p.m.) on October 28, 2011.

Applicants must submit 3 copies of their application package and supporting documents.

Please ensure that all requested information is submitted. Missing or incomplete information will result in a lower rating for the corresponding evaluation criteria.

Applications must be signed. The person signing for an entity must have authority to sign for that entity. Applicants must include their address, telephone number, facsimile number, and email address.

Corporations also must include:

- Evidence of incorporation and good standing.
- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.
- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

Applicants should contact Lauren DuRocher at 509-852 1049 or [Imdurocher@fs.fed.us](mailto:Imdurocher@fs.fed.us) regarding any questions related to this prospectus.

## B. General Terms, Qualifications, and Reservations

All applicants have an equal opportunity to apply. Except for members of Congress, Resident Commissioners, and current Forest Service employees, any individual or entity may apply.

The Forest Service does not guarantee a profitable operation. Rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service will select the application that offers the best value to the Government. The Forest Service reserves the right to select the successful applicant based on a trade-off between the fee to the Government and technical merit.

The Forest Service is not obligated to accept the application with the highest return to the Government.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written discussions.

The Forest Service reserves the right to reject any or all applications and to rescind the prospectus at any time before a special use permit is issued.

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be sent to each person or entity receiving a copy of this prospectus.

If there is a conflict between the terms of the prospectus and the special use permit, the terms of the permit will control.

The information contained in applications will be kept confidential to the extent permitted under the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

## C. Application Package Requirements

Applications must be in writing and must include or address the following:

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (*see* section IV.C.2).
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.
- Campground grouping A, B and/or C for application

### 1. Proposed Annual Operating Plan (Including Required and Optional Services)

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (*see* Appendix 9 of the prospectus) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party’s name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan in Appendix 9 of the prospectus.

**Operating Season**

At a minimum the Forest Service will expect the permit holder to operate campgrounds/sites according to the table below:

Wish Poosh Boat Launch/Picnic Area	Cle Elum River CG, Red Mountain CG, Cayuse CG	Kachess CG(including Boat Launch/Picnic Area), Wish Poosh CG, Salmon La Sac CG	Taneum CG, Taneum Cabin, Ice Water CG, Swauk CG, Mineral Springs CG
May 15 – September 25	Thursday before Memorial Day – Monday after Labor Day	Thursday before Memorial Day – September 25	Thursday before Memorial Day – Monday after Labor Day

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect. Holder, with agreement of the Authorizing Officer, may adjust these opening and closing dates depending on weather condition and/or frequency of camper use.

**Staffing**

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 10 of the prospectus. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

**Supervision and Management**

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

**Uniforms and Vehicle Identification**

Applicants should describe employee uniforms, insignia, name tags, and the applicants’ policy for ensuring a clean, professional appearance by staff while on duty. The holder’s employees may not wear any component of

the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations (vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

## **2. Business Plan, Business Experience, and References**

Applicants must submit a business plan utilizing the format in Appendix 16 of the prospectus. This part of the application package must be a separate document. The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (*e.g.*, campgrounds, beaches, and marinas). The description must include experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local SBDC if they need assistance in completing their business plans. Alternatively, applicants who have already received a review of their business plan from an SBDC or the Forest Service for the current fiscal year may submit a copy of the review report.

### **SBDC Review**

All business plans will be independently reviewed by an SBDC. Applicants are required to submit 3 copies of their business plan. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

### **Performance Evaluations**

Applicants who have experience in managing Forest Service or other Government concessions must provide copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating.

### **References**

Applicants also must furnish three business references with names, addresses, telephone numbers, and email addresses in support of relevant business experience. These references will be contacted for information regarding applicants' past performance. In addition, the Forest Service may consider past performance information from other sources.

## **3. Financial Resources**

Applicants must submit a complete set of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (*see* Appendix 17 of the prospectus) for certification of the accuracy of the financial statements.

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a financial ability determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number. Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

In completing FS-6500-24, LLCs must list the name of the company in block 1, the names and interests of the principals in block 5, and their members should be listed in block 6. In addition, LLCs must complete the certification in Part (D)(1) of FS-6500-24.

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit audited, reviewed, or compiled financial statements or an FS-6500-24, must submit three fiscal years of projected financial statements compiled by a CPA using the forecast method.

Any financial information submitted by applicants must conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted must be unredacted and in their original form, including footnotes.

Applicants must show at least 25 percent of the first year's operating costs in liquid assets. Liquid assets are assets that are readily converted into cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (*see* Appendix 18 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to **USDA Forest Service, Albuquerque Service Center, Attention: Research Audit Branch, 101B Sun Avenue, NE, Albuquerque, NM 87109.**

#### 4. Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the first three years of operation, including fees for required and optional services (*see* Appendix 9, Sample Annual Operating Plan, for a list of required and optional services). Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public also must be included in the business plan as an income item.

The Forest Service reserves the right to regulate the rates charged to the public.

#### 5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$13,800 per year. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

##### **Minimum Fee Calculation**

Year	All Recreation Sites:		
	Group C	Group A	Group B
2010	\$ 348,710	\$ 148,102	\$ 200,608
2009*	\$ 279,986	\$ 164,536	\$ 115,450
2008*	\$ 249,905	\$ 76,903	\$ 173,002
Average	\$ 304,010	\$ 140,990	\$ 163,020

Total gross revenue ÷ 3 = average gross revenue

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 4.2 percent.

Minimum Annual Fee

All Recreation Sites: Group C	Group A	Group B
\$12,768.43	\$ 5,921.59	\$ 6,846.84

Applicants may propose a fee below the minimum, provided they can document why this amount represents fair market value. However, the Forest Service may reject the proposed fee if the agency determines that it does not reflect fair market value.

Applicants must propose the fee to the Government as a percentage of the concession’s adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

The proposed fee to the Government also must be included in the business plan as an expense item in the cash flow projections.

The fee to the Government may be offset in whole or in part by the value of Government MRRI, performed at the permit holder’s expense in accordance with a GT fee offset agreement (*see* section III of the prospectus).

**6. Other Evaluation Criteria**

Please state if the proposal should be considered for Recreation Site Group A, B, and/or C. Applicants proposals that only include Recreation Site Group A or B can only be awarded if the other Recreation Site Group is also awarded. Please list all grouping options you wish to be considered for.

Group A: Wish Poosh CG (including boat launch/picnic area), Cle Elum River CG, Red Mountain CG, Cayuse Horse CG, Salmon La Sac CG, Owhi CG

Group B: Kachess CG (including boat launch/picnic area), Taneum CG and Cabin, Ice water CG, Mineral Springs CG, Swauk CG, Liberty House (optional)

Group C: All recreation sites listed in the prospectus (Group A + Group B)

**7. Application Fee**

**Cost Recovery**

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of \$200 to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier’s check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant’s financial ability.

## D. Evaluation of Applications

A Forest Service evaluation panel will evaluate each application utilizing the non-fixed weight method.

**The following evaluation criteria are listed in descending order of importance:**

- Proposed annual operating plan (including required and optional services).
- Business plan, business experience, and references.
- Fees charged to the public.
- Financial resources.
- Fee to the Government.

The following are the qualitative factors for each criterion:

**BLUE (Exceeds)** - The proposal is very comprehensive, in-depth, clear and uniformly outstanding in quality. Consistently high quality performance can be expected. The proposal, as written, exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the acquisition. One or more major strengths exist. No significant weaknesses exist.

**GREEN (Acceptable)** - The proposal meets all minimum requirements and generally is of high quality. Proposal demonstrates an acceptable understanding of goals and objectives of the acquisition. There may be both strengths and weaknesses, but the strengths outweigh the weaknesses. Deficiencies are minor and easily corrected. Proposal is acceptable as written. Satisfactory performance can be expected

**YELLOW (Marginal)** - The proposal fails to meet minimum requirements. Proposal demonstrates a fair understanding of the goals and objectives of the acquisition. Weaknesses outweigh any strengths that exist. Weaknesses will be difficult to correct and would require negotiations.

**RED (Unacceptable)** - The proposal fails to meet minimum requirements. Proposal fails to meet an understanding of the goals and objectives of the acquisition. The proposal has one or more significant weaknesses that will be very difficult or impossible to correct. Major proposal revision(s) are required for minimum acceptability.

The Forest Service will consider only the applicant's written application package and any past performance information obtained by the Forest Service. During the evaluation process, the evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel also may consider past performance information from other sources.

The evaluation panel will make a recommendation to the authorized officer as to which applicant offers the best value to the Government. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

The Forest Service will conduct a FAD on the selected applicant as a prerequisite to issuing a special use permit, unless the agency has a current fiscal year FAD conducted by the Albuquerque Service Center or SBDC for another Forest Service unit.

The Forest Service reserves the right to reject any and all applications.

The Forest Service reserves the right to rescind the prospectus at any time before a special use permit is issued. If the Forest Service rescinds the prospectus, application fees will be returned.

## V. Post-Selection Requirements

Once an applicant has been selected, the following information must be submitted and approved by the Forest Service prior to issuance of a special use permit:

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (*see* Appendix 10 of the prospectus and FS-2700-4h, clause IV.C.1).
- Documentation that utility services have been obtained in the name of the selected applicant.
- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.